

The United States Bankruptcy Court
Northern District of Indiana – Hammond Division
Notice of Vacancy

Position: Operations Supervisor (Full-Time Permanent)
Announcement No: 2016-02
Location: Hammond, IN
Salary Range: \$47,323 - \$84,500 (CL26 – CL27)
Opening Date: March 16, 2016
Closing Date: March 30, 2016

Position Overview

This position is located in the Bankruptcy Clerk's Office and reports to the Operations Manager. The Operations Supervisor performs supervisory work related to the full range of court operational duties. The incumbent serves as a first line supervisor over operations staff to ensure compliance with the appropriate guidelines, policies, and internal controls in coordination with the Operations Manager. This position involves the application of technical knowledge related to the work being supervised, and professional or supervisory skills related to leading a team of employees to accomplish the work.

Representative Duties

The Operations Supervisor is responsible for the following:

- Supervise employees involved in operational activities, including assigning and reviewing work and evaluating performance as a first line supervisor.
- Assist in developing work standards. Supervise, delegate, and prioritize the daily workload. Assist in the implementation of staff procedures.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, quality control, records, finance, and chambers' support. Maintain accurate documentation, statistics, and employee records. Assist in training staff on policies, procedures, and internal controls.
- Assist in making recommendations regarding employee performance and appointments. Handle confidential and sensitive information appropriately.
- Monitor daily quality assurance activities. Assist and guide staff with automated case management systems. Arrange and coordinate training for new and tenured staff.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Approve leave for operations staff. Coordinate long range scheduling to ensure adequate office coverage in coordination with the Operations Manager.
- Address local space and facilities matters.
- Travel as required within and outside of the district.

Qualifications

Applicants must be a high school graduate or equivalent and must have two years of general experience and one year of specialized experience.

General Experience

Progressively responsible administrative experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and strong keyboarding skills.

Specialized Experience

Progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgment, and
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved, and
- The demonstrated ability to apply a body of rules, regulations, directive, or laws, and
- Have at least one year of specialized experience at or equivalent to the next level below the level of the position for which the individual is being considered

Applicants should be able to work independently in a team-oriented environment. Applicants should exercise good oral and written communication skills. Proficiency in word processing, web-based environments, Adobe Acrobat, and data entry are required. Previous Bankruptcy and CM/ECF experience is preferred.

Educational Substitutions

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Employee Benefits

The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years) 20 days paid vacation per year (after three years) 26 days paid vacation per year (after fifteen years) 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS) including Thrift Savings Plan

Conditions of Employment

This is a sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Applicants must be United States citizens or eligible to work for the United States government.

Application Procedures

Send cover letter, resume, and AO78, Application for Judicial Branch Federal Employment, to:

United States Bankruptcy Court
ATTENTION: Human Resources
401 S. Michigan St.
South Bend, IN 46601
Or via email: careers@innb.uscourts.gov

The AO78, Application for Judicial Branch Federal Employment, can be found at
www.uscourts.gov

Information for Applicants

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. If the applicant is hired at CL 26, a promotion to CL 27 will not require further competition. The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER

***EMPLOYEES WILL BE HIRED PROVISIONALLY PENDING THE
RESULTS OF A BACKGROUND INVESTIGATION***

***THE UNITED STATES BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER***